



## **Job Description: Student Support Services Director**

### **Scope of Responsibilities:**

The Director of Student Support Services reports to the grammar school and logic/rhetoric school principals and exists to offer support to students according to academic and behavioral intervention plans and student schedules to allow each student to function independently and constructively in the classroom.

### **Essential Functions:**

- Oversee the Student Support Program
- Compose and implement Student Support Plans (SSPs)
- Observe, collect, and interpret data on students of concern
- Directly provide or schedule external training for teachers regarding student support
- Build a network of student support referrals and partnerships
- Coordinate standardized testing, including securing testing accommodations for students with SSPs
- Oversee and develop after-school academic support programs
- Serve on admissions team, including testing and placement decisions for students with learning differences

### **Qualifications**

#### *Vision*

- For Christian and classical education
- For perpetual refinement of the curriculum
- For students' spiritual and academic flourishing

#### *Knowledge*

- Grounded in orthodox Christian theology
- Working knowledge of classical Christian pedagogy and content
- Experienced in supporting students with learning differences
- Ability to interpret psycho-educational evaluation reports and data
- Experienced with project management and leadership of personnel

#### *Skills*

- Ability to design, launch, and manage projects
- Ability to motivate and support teachers
- Ability to relate to, work with, and manage students and adults
- Articulate and persuasive when speaking to an individual or large audience

#### *Character*

- An established and maturing Christian faith

- An obvious love of books and learning
- A demonstrated humility in word and deed
- A love and passion for students

#### *Education*

- Minimum of Bachelor's degree required
- Master's degree preferred

#### **Key Relationships**

- Head of Grammar School
- Head of Logic-Rhetoric School
- Faculty and Staff
- Parents and Students
- Director of Admissions

#### **Prioritized Actions**

##### *Oversee the Student Support Program*

- Oversee, lead, and collaborate with the school's principals
- Meet regularly with Director of Admissions and principals
- Refine the Student Support section of school handbook, including philosophy statement and protocols

##### *Compose and implement Student Support Plans*

- Compose SSPs for students in grades K-12
- Modify student assignments according to ability with consideration of increasing independence and master
- Coach teachers into delivering accommodations described in SSPs
- Provide 1:1 pull-out instruction as directed in SSPs

##### *Observe, collect, and interpret data on students of concern*

- Monitor FACTS grade books of students with SSPs and those on radar
- Monitor student performance and work to cultivate mastery, independence, and a commitment to excellence in students
- Receive and interpret diagnostic evaluations
- Develop data management system for RA
- Meet with parents to provide current data and updates

##### *Directly provide or schedule external training for teachers regarding student support*

- Lead annual session re student support protocols for teachers during fall pre-planning
- Coach teachers through instructional best practices (ex. differentiated instruction, formative assessment)
- Educate teachers regarding learning differences prevalent at RA (ex. dyslexia, ADHD, executive functioning)

##### *Build a network of student support referrals and partnerships*

- Expand referral network (Psycho-Educational Diagnosticians, Reading Specialists, Speech Pathologists, etc.)
- Assure quality of external resources through interviews and in-person observations

- Establish partnerships with local school district administrators to secure funding and services

*Coordinate standardized testing, including securing testing accommodations for students with SSPs*

- Serve as SSD Coordinator for College Board and ACT
- Secure PSAT/NMSQT/CLT/Dibels/CTP5 testing documents; coordinate distribution, proctoring, collecting, and mailing of testing

*Serve on admissions team, including testing and placement decisions*

- Attend Admissions Team meetings, when appropriate
- Assist in administering of admissions tests upon request of Director of Curriculum & Instruction
- Make placement recommendations based upon review of admissions test results and application materials

#### **Additional Responsibilities**

- Substitute teaching
- Maintain strict confidentiality about school business in the school community
- Other duties as assigned by the headmaster or principals